

*This is a template for you to use to contact your child's school district to begin an initial evaluation.
You may also contact Michele Cawley, RN, at 509-306-1740 for assistance.*

Your Name
Your Mailing Address (include your street address below if using PO Box)
Ellensburg, WA 98926
Your Phone Number

Patty Kimmel
 Director of Special Services
 Ellensburg School District
 1300 East 3rd Ave
 Ellensburg, WA 98926

Not your school district? Check out the table below for more contact options.

DATE

Dear Ms. Kimmel:

I am requesting an evaluation by the Ellensburg School District for my child, _____, date of birth _____, My child _____ (describe the concern – e.g. does not speak clearly, is having behavioral problems).

Thank you for providing this service.

Sincerely,

Note: Do not include this table in your letter. Instead, use this table as a guide on where to send your letter!

Your Signature

Your Name Printed

District	Contact Name	Title	Mailing Address	Phone & Fax
Ellensburg School District	Patty Kimmel	Director of Special Services	1300 East 3 rd Ave Ellensburg, WA 98926	925-8119 Fax: 925-8025
Kittitas School District	Tracy Arlt	Special Education Director	PO Box 559 Kittitas, WA 98934	855-380-8844 Fax: 509-955-3130
Cle Elum-Roslyn School District	Carrieanne Selzler	Director of Special Education Programs	2690 SR 903 Cle Elum, WA 98922	649-4728 Fax: 649-3634
Easton School District	Gretchin Jenkins	Special Education	PO Box 8 Easton, WA 98925	656-2319 Fax: 656-2585
Thorp School District	Mel Blair	Special Education Director	PO Box 150 Thorp, WA 98946	964-2107 Fax: 964-2279
Damman School			3600 Umptanum Rd Ellensburg, WA 98926	962-9076 Fax: 925-2591